



## CPD Provision Policy 2018-2020

Policy Version & Issue Date	Version 1 September 06 <sup>th</sup> 2018
Electronic copies of this plan are available from	Armfield Academy Blackpool
Hard copies of this plan are available from	Armfield Academy Blackpool
Date of next review	September 2020 (as required)
Person responsible for Review	M Kilmurray / G Fletcher

## Principles, Values and Entitlements

1. Armfield Academy is a “learning community” and is committed to:

- Providing opportunities for the continuing learning and development of its entire staff. Professional development is the means by which the school is able to deliver whole school, team and individual development priorities.

2. The school has an expectation that all members of the learning community will take an active role in their own professional development.

3. The school believes that all members of staff have a responsibility to support the professional development of colleagues.

4. Professional development will be co-ordinated by a CPD Leader with an appropriate job description and who will be a member of the school leadership team. The CPD Leader will be appropriately trained and will be provided with annual opportunities to network with schools and training providers.

5. All members of the school learning community will have an entitlement for access to high-quality induction and continuing support and development.

6. The key elements of the CPD policy comprises:

- effective auditing and identification of need and aspiration
- appropriate match of provision to learning needs
- reliable and explicit evaluation of the impact of provision
- dissemination of effective practice.

7. The academy will use a range of types of provision and provider adopting “Best Value” principles in determining these. Armfield academy is committed to working with all training providers to develop and improve the services they provide through collaborative planning and detailed feedback.

8. The CPD provision will allow staff to develop skills and competencies progressively allowing them to build on and reinforce skills and expertise dealt with earlier, particularly across the key areas identified in the appropriate standards frameworks.

9. Armfield Academy will provide and support opportunities for professional recognition including accreditation of the CPD undertaken.

## **Auditing and identification of need and aspiration**

1. The CPD Leader will be responsible for identifying the training and development needs of the school community. These needs will be identified through mechanisms such as performance management, self-evaluation, national and local priorities, other internal and external monitoring and feedback evidence and through informal and formal discussions with individuals and teams. The outcomes of the needs analysis will be a CPD plan which forms part of the School Improvement Plan.

2. The CPD Leader will be responsible annually for discussing with the Principal and Academy Council the main training and development priorities and the budgetary implications of addressing these needs.

3. The CPD Leader will facilitate access to a range of professional development opportunities and be responsible for communicating opportunities to appropriate staff.

4. The CPD Leader will be responsible for ensuring that appropriate opportunities are provided for the following groups of the school community as appropriate:

- Newly Qualified Teachers (NQT)
- Staff new to the school or role
- Recently qualified teachers (RQT) and teachers in their early years of experience
- Teachers with 5 years+ experience (including those beyond the threshold and those in the later stages of their career)
- Teachers specialising in teaching particular groups of pupils
- Middle leaders/Curriculum Leaders (Emergent Leaders)
- Senior leaders in their early years
- More experienced senior leaders
- The Principal
- Governors
- Senior support staff including Business Managers, ICT Systems Managers, Higher Level Teaching Assistants and Premises Managers, Teaching assistants and nursery nurses, bilingual support, pastoral support workers
- Secretarial and administrative staff including librarians, catering staff
- Instructors, performers and technicians including science, DT and ICT
- Parents and carers as appropriate.
- Regular supply staff and those seeking to return to the profession
- Trainee Teachers
- Students where provision extends beyond the school

5. Armfield Academy will have systems and opportunities for teams and the whole school to feed to the CPD Leader details of priorities and approaches to development.

6. The CPD Leader will be responsible for ensuring the effective organisation of access to opportunities, e.g. booking, confirmation and for providing appropriate support such as organising relevant resources, setting up appropriate meetings and organising membership of, and subscriptions to, appropriate bodies such as subject

associations and school improvement organisations.

## **Match of provision to learning needs**

1. The professional development opportunities available will only be

offered if they:

- meet identified individual, team, school or national development priorities
- are based on recognised effective practice
- contribute to raising the standards of pupils' achievements
- respect cultural diversity
- are provided by those with the necessary experience, expertise and skills
- are planned systematically
- are based, where appropriate, on relevant standards
- are informed by current research or inspection evidence
- make effective use of resources, particularly ICT
- are provided in accommodation which is fit for purpose with appropriate equipment
- provide value for money
- have effective monitoring and evaluation systems including seeking out and acting on user feedback to inform the quality of provision.
- provide opportunity to measure impact

2. Armfield Academy will support a wide portfolio of CPD approaches matched to the need of learners. These will include:

- in-school training using the expertise available within the school and collaborative activity (eg collaborative teaching, planning and assessment, work with a learning team, classroom observation, existing expertise, peer evaluation, collaborative enquiry and problem-solving, modelling)
- use of the Fylde Coast Teaching School Alliance and subsequent training it provides
- opportunities to join in with other Academies within the Trust.
- coaching and mentoring and engaging in a learning conversations
- job enrichment/enlargement (e.g. a higher level of responsibility, front line working in someone else's job, job sharing, acting roles, job rotation, shadowing, leading meetings)
- producing documentation or resources such as curriculum development, teaching materials, assessment package, ICT or video programme
- accessing an external consultant/adviser or relevant expert such as an Advanced Skills Teacher or Lead Teacher
- master classes, model and demonstration lessons
- role play, simulations
- collecting and collating pupil feedback, data and outcomes
- attendance at a lecture, course or conferenceschool visits to observe or participate in successful practice
- secondments, exchanges and placements (e.g. within a regional or national

organisation, an exchange or placement with another teacher, school, higher education, industry, international exchange, involvement with Academy Council

- International professional development
- postgraduate professional development and other qualifications from higher educational institutions and other forms of professional recognition and qualifications such as NVQs, Higher Level Teaching Assistants, NCSL programmes
- research opportunities
- distance learning (e.g. e-learning, relevant resources such as educational journals and publications, training videos, reflection, simulations)
- practical experience (e.g. national test or exam marking experience, opportunities to present a paper, contribute to a training programme, or supporting a learning forum or network)
- involvement in local and national networks, involvement with a subject or specialist association, external partnerships (e.g. with a colleague, group, subject, phase, activity or school-based team meetings and activities such as joint planning, observation or standardisation, special project working group, involvement in a formal or informal partnership such as a Network Learning Community)

3. All those engaged with CPD will be encouraged to:

- reflect on their development
- seek professional recognition, including accreditation for the work undertaken. The CPD Leader will provide access directly or organise guidance to staff on how such recognition can be achieved

## **Evaluating Impact and Disseminating Effective Practice**

1. Following professional or other development, the participant will:

- Discuss with the CPD Leader or line manager the opportunities to disseminate to other staff. Relevant feedback about the provision and the ideas should be provided for the CPD Leader.
- Where it is agreed that there would be benefit in a wider circulation or follow up, the CPD Leader will be responsible for organising that, e.g. circulating relevant resources, a session at a staff or subject meeting, introducing a teaching or learning strategy, inclusion on the school websites.

2. The CPD Leader will be responsible for ensuring whether any follow up is needed to the provider, e.g. feedback, issues of access.

3. The CPD Leader will review annually whether any aspects of the CPD provision (e.g. service level agreements or subscriptions) do not represent value for money and make appropriate recommendations to the Principal and Academy Council.

4. The CPD Leader will be responsible for assessing the value for money of training and development through seeking to monitor and evaluate impact. The CPD Leader

shall be committed to ensuring that CPD systems and procedures conform to current best practice. This will be undertaken at a variety of levels including:

- immediate/short term evaluation by participants
- longer term follow up for a sample of CPD undertaken usually at a period no less than 3 months following the provision
- informal discussion with colleagues about improved practice

6. Measures used to determine the impact of training and development will be drawn from:

- participant evaluation
- pupil and school attainment
- the student voice
- external and internal evaluation and inspection processes
- recruitment and retention data
- the changing qualification profile of the staff

7. The CPD Leader will provide an annual report to the Academy Council through the Principal on the impact of the training and development undertaken including the identification of future needs and an evaluation of the CPD Leader role.

<b>Date:</b> September 2018	<b>Policy/Activity:</b> CPD Provision Policy	<b>Assessor:</b> GFL
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Number	Protected Characteristics	Any Concerns Arising?	Details of Concerns	Recommendations
1	<b>Disability</b>	✓	Information accessibility	Make a range of accessibility tools available e.g. 'text to audio', large text, etc. as needed.
	Example: physical disabilities, learning difficulties or medical needs	✓	Accessibility	Keep accessibility arrangements under review
	Young carer/carer			
2	<b>Gender</b>	✓		FCAT Gender Policy
	Females/Males			
3	<b>Sexual Orientation</b>			
	Example: Gay, Lesbian			
4	<b>Gender Reassignment</b>			
	Gender Reassignment			
5	<b>Race/Ethnic Group</b>			
	Example: Black, Asian, Chinese, etc.			
6	<b>Pregnancy/Maternity</b>			
	Pregnancy or maternity/paternity			
7	<b>Marriage/Civil Partnership</b>			
	Marriage/Civil Partnership			
8	<b>Religion or Beliefs</b>			
	Example: Jewish, Muslim, Christian etc.			
9	<b>Age</b>			
	Age			

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